



Staff Report

RESOLUTION APPROVING THE GRANT APPLICATION APPROVAL POLICY

Honorable Mayor and Council Members:

Summary

The City Council directed staff to prepare a formal policy concerning submission of grant applications for Council's adoption. The policy requires that, with limited exceptions, staff needs to obtain Council's prior approval for submission of grant applications. The policy is contained in the attached resolution.

Background

On June 28, 2005, Council directed staff to prepare a formal policy regulating submission of grant applications. Council's intent is that it be the policy of this City that staff obtain Council's approval before submitting applications for grants, unless Council has explicitly excluded a grant from this requirement. Council asked staff to research the types of grants obtained by all city departments and make a recommendation as to which, if any, of these grants should be excluded from the requirement for prior approval.

Discussion

Staff sent an email to all department directors describing the proposed policy and asking if their department had grants that they would recommend be excluded from the prior approval requirement. Police, Parks and Recreation, and Public Works responded with the following list:

Police: The Police Department asks Council to exclude from the prior approval requirement several recurring grants it obtains from the Office of Traffic Safety (OTS) for:

- Driving Under the Influence (DUI) enforcement programs,
- Seatbelt enforcement programs,
- Juvenile and senior citizen safety education,
- Purchase of traffic safety equipment.

The Police believe that waiting to obtain prior approval could prevent the City from obtaining these competitively distributed federal funds because OTS grant typically have a very short application period (30 days or less). There is limited risk to the City from staff application for

these grants because OTS does not require matching funds from the City and it does require Council approval to accept the grant. The Police propose that Council's policy state that all OTS grant applications are excluded from the requirement for prior approval for submission but will require Council approval prior to acceptance.

Parks and Recreation: The Parks and Recreation Department asks Council to exclude recreation activity grants that are:

- less than \$5,000,
- do not require City matching funds, and
- within the mission of the recreation program.

These competitive grants often have very short application periods and funds may be depleted before staff can schedule Council's approval. In past years, recreation staff obtained \$500 grants from Northern California Grant Maker and from the Sports Association of Northern California Recreation Agencies and has used these funds to purchase supplies such as T-shirts for youth programs.

Public Works: Public Works asks Council to exclude the annual California Department of Conservation (DOC) Beverage Container Recycling and Litter Reduction Act grant. The State disburses unredeemed deposits from the California Refund Value program to cities and counties each year for activities encouraging beverage container recycling and/or litter reduction. Belmont's share has ranged from about \$6,800 to \$7,500 and there is no City match required. Staff is required to submit a brief online application describing the intended use of funds and to provide a summary accounting report at the end of the year.

Accepting this grant supports the City's demonstration of its "good faith" effort to comply with the AB939 recycling mandate. The City has used this grant to purchase recycling containers for public facilities, recycled plastic playground equipment for Central School, recycled steel benches for the new City Hall plaza, recycled plastic benches for parks, creek cleanup supplies, and supplies for student intern(s) working on recycling projects for the City.

Fiscal Impact

There is no direct fiscal impact to the City's budget from action on this item.

Public Contact

The City Council meeting agenda was posted.

Recommendation

Staff recommends that the City Council adopt a formal policy requiring Council's prior approval of grant application submission with the exception of the following:

1. OTS grants to the Police Department for traffic safety enforcement, education, and equipment provided that staff obtain Council approval prior to grant acceptance.

2. Grants for recreational activities with a dollar amount of \$5,000.00 or less that have no City matching fund requirement.
3. The annual California Department of Conservation Beverage Container Recycling and Litter Reduction Act grant.

Alternatives

1. Take no action.
2. Refer back to staff for further information.

Attachments

A. Resolution

Respectfully submitted,

Kathleen E. Phalen, PE
City Engineer

Raymond E. Davis III, PE, PTOE
Public Works Director

Jack R. Crist
Interim City Manager

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT
APPROVING THE GRANT APPLICATION APPROVAL POLICY**

WHEREAS, the Council finds it to be in public interest that it hear and consider the advantages and disadvantages of accepting grant funding before application for such funding; and,

WHEREAS, the City desires to have consistence and clear policy for all staff concerning approvals process for grant application submissions.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Belmont hereby adopts a formal policy that no person shall submit an application for grant funding without obtaining the Council's prior approval. Council excludes the following applications from this requirement:

1. OTS grants to the Police Department for traffic safety enforcement, education, and equipment provided that Council approval is obtained prior to grant acceptance.
2. Grants for recreational activities with a dollar amount of \$5,000.00 or less that do not require matching funds from the City.
3. The annual California Department of Conservation Beverage Container Recycling and Litter Reduction Act grant.

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I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of Belmont at a regular meeting thereof held on September 13, 2005 by the following vote:

AYES, COUNCILMEMBERS: _____

NOES, COUNCILMEMBERS: _____

ABSTAIN, COUNCILMEMBERS: _____

ABSENT, COUNCILMEMBERS: _____

CLERK of the City of Belmont

APPROVED:

MAYOR of the City of Belmont